



***United States Agency for International Development
USAID/Afghanistan, Kabul***

USAID is announcing a vacancy for the following position

ACQUISITION SPECIALIST

Date: 05/23/2004
USAID/04/006

Responsibilities:

The Acquisition Specialist should have excellent analytical skills, plus the ability to anticipate and evaluate future outcomes based upon current events. Retentive memory, to allow recall of pertinent data from voluminous regulations. Excellent organizational skills, with ability to handle many assignments simultaneously while keeping all going forward not with standing each being at a different life cycle stage. Incumbent must be completely suited to an office as the norm, but adaptable for travel to remote locations both via air and less comfortable surface means. Skill to deal effectively with mid and high level officials, the host government, and representatives of the U.S. and local business communities. The work environment is highly computerized; hence he/she must be computer literate, fully able to master and work through word processing and spreadsheet programs, as well as computer "desk top" programs such as USAID Document Generation System.

DESIRED QUALIFICATIONS

Education: Bachelor's degree or the host country equivalent formal education in relevant fields (for example Economics, Finance, Accounting, Law, or Business Administration) is highly desired. A combination of demonstrated performance and certificate studies in relevant areas might be substituted.

Experience: 4-6 years of progressively responsible experience in business, procurement, acquisition, accounting, procurement, negotiations, or related topics, with at least three years of which should be with US Government for full performance level.

Language Proficiency: Fluent English (Level 4/4) is required.

Knowledge: Through knowledge of all applicable A&A regulatory and procedural guides, U.S. Government procurement and assistance practice, host government procurement rules, as well as knowledge of how commercial businesses and nonprofit organizations(NGOs) are motivated and operate to include marketing, accounting and administrative systems, indirect costs, and profit objectives.

Salary Range: FSN 10

THESE ARE LOCAL HIRE POSITIONS

Applications must be English. Deadline for submitting applications is **June 20, 2004**. Applications should be submitted electronically, attention to Sameer Lodeen slodeen@usaid.gov or Kamal Paudel kapaudel@usaid.gov and should be submitted by the closing date **June 20, 2004**.

Curriculum Vitae, together with a cover letter which includes a job title, should specify skills and educational background. **Female are encouraged to apply.**

USAID IS AN EQUAL OPPORTUNITY EMPLOYER. ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY

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